

Pinon Ranch HOA - Board Meeting Minutes

Date: August 13, 2020

Time: 6:35pm – 8:43pm

Place: Meeting to be held via WebEx call or internet meeting; due to corona virus concerns.

Attendees: Amanda B., Mitzi H., Frank H., Bradley G., Darryl L., Shane S., Jeff H.

Call to Order, Confirm Quorum (a majority or 4), Accept Minutes from July

3 for, 1 abstain

I. Board Member Comments on items NOT on the Agenda:

- a. Thanks for flexibility during COVID-19.
- b. Thanks to Jeff H. for trimming bush on corner.
- c. Nominate Darryl to board Member at Large
 - i. Darryl accepted.
 - ii. 4 for; approved

II. HOA Member Comments on Topics NOT on the Agenda:

1. Mark & Jody Jenson noise and safety concerns (follow up). Note concerns and discussion outlined in June minutes.
 - a. Safety concern
 - i. Jim has significantly trimmed his bush
 - ii. Street fissures have been filled with asphalt
 - iii. Amanda to text Tim to cut back his bushes as well
 - iv. Issue closed
 - b. Suggest adding noise ordinance into bylaws 9:30pm (dark) to 7am (10pm – 6am?)
 - i. No construction (heavy equipment, air compressors, hammering/ nailing)
 - ii. Lawn maintenance (mowers, trimmers, etc.)
 - iii. Bylaw? (approve by board only) No. Address in newsletter and announcement on website.
 - iv. Is there an existing city ordinance? Unknown.
 - v. Enforcement? HOA? Suggestion and not a rule?
 1. “For the courtesy of your neighbors, please limit noise from 10pm – 6am.”
 - vi. Emergency (property damage) exception
2. Tim V. concerns.
 - a. Dead or stunned trees, leave until next year to evaluate

III. Manager Report:

Banking:

Deposits for July (Wells Fargo) 1,281.50

Account Balances of 7/31/2020: Checking account \$20,738.05 Savings (Replacement Reserves) \$8,847.66, and PayPal \$10.00.

1. July Expenses (see attached expense report).
2. As of 8/8/2020, 1 member still has not paid their second installment on their 2020 HOA dues, trash, and optional recycling, which are the new owners of 5580 Flag way (the closing was May 29th).
3. The Social fund balance is \$195.62 as of 5/7/2020, with \$40.41 received so far in 2020.
4. Landscape Maintenance: Grass is being watered 3 days per weeks in compliance the new city ordinance.
5. Backflow preventor device – required testing; working with Backflow tech to get this done before the Oct 1st deadline. Colorado Springs Utilities required form has been forwarded to Backflow Tech.
6. Jeff H, trimmed back the juniper bush at the corner of Flag and Mule Deere that was interfering with view of on coming traffic. Thanks Jeff!
7. Management is concerned that the amended convent's that added HOA trash service still have not recorded, the petition to amend the covenants passed with the required 2/3 majority in November 2019. And the Trashing Pricing policy – Exhibit F that was passed by the HOA board in January has still not been signed and posted to the HOA website.

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
- New website needs to be updated:
- Post latest minutes
- Post Midyear Financial statements
- Annual Meeting Minutes (Nov 2019)
- Next board meeting, date, and location.
- *Topic for discussion, should we add board member email addresses to the website?*

Amanda posted latest minutes, revised zero scaping guidelines, posted trash pricing bylaws. Have not posted annual minutes yet (Bradley still needs to sign). Annual HOA meeting PPT has been posted.

Shall we add board member emails to the website? No, will post the general HOA email (in picture format).

Test and validate the contact form is working on website.

V. Old Business:

Bradley to sign amendment to bylaws, annual minutes.

1. HOA Trash service:

The membership approved amending the covenants to add HOA trash service with the needed 2/3 majority, via their signatures on the HOA trash service petition back in November. Notice was emailed to the membership on 11/24/2019 that the petition was successful.

Board is still working on getting the amendment recorded with the County Clerk and Recorder, see attachments.

Also, the board still needs to update the bylaws via a Resolution to add Trash Pricing Policy that was approved at the January meeting.

Discussion and Action items from the last meeting: Amanda presented a resolution and a title page that needs to be signed and recorder with the county clerk office (amendment to covenants). She also presented a resolution to add the Trash Pricing Policy – Exhibit F to the HOA bylaws. This needs to be signed and posted to HOA website.

VI. New Business:

Landscape Xeriscape standards

- No ZEROscape or gravel / rock only.
- A minimum number of trees and bushes in the front yard.
- A 25% to 50% plant coverage standard (Aurora requires 50% plant coverage, based on mature plant sizes).

Table until next month. Amanda to send them out for review, they are posted on the website for public comment.

Draft (Revised) proposal on the next page:



Pinon Ranch HOA

Xeriscaping Guidelines

The goal of these guidelines is to preserve and enhance the character of the neighborhood while allowing property owners the freedom and flexibility to install creative, beautiful xeriscape gardens that reduce water usage, tolerate drought conditions, and support pollinators and other wildlife. These guidelines were developed to allow for a range of budgets and personal tastes to achieve a xeriscape. All landscape changes must be submitted to the Board for prior approval before hiring contractors and beginning construction. The Board reserves the authority to deny applications that fail to adhere to the spirit and intent of these guidelines.

- Visual interest in the xeriscaped yard is a high priority. Some combination (not necessarily all) of the following design techniques should be utilized to create visual interest: color, texture, variety of plants and materials, elevation differentials, line movement, and statement pieces or focal points.
- 100% rockscapes and 100% mulchscapes are not permitted.
- Gravel is best used as a contrasting accent feature such as walkways, simulated river beds, and dividing lines. We suggest a maximum width of 6" for any gravel feature. When using rock in a widespread manner, consider dividing the area into sections, each with a different size/color/texture.
- Consider 1 or more boulders or larger rock accent features.
- Rock and gravel must be installed on top of a weed barrier or landscape cloth.
- We encourage the use of high-quality mulch, such as gorilla hair. Mulch should be installed properly so as to be an effective weed barrier.
- Mulch beds must contain plantings. Plantings are optional in gravel beds.
- A typical xeriscaped front yard in this neighborhood should have a minimum of 6 smaller plants AND 3 medium or larger plants. Ornamental and other small to medium size trees are strongly encouraged.

VII. Architectural Review Committee:

5445 Flag Way the board voted via email (4 yes and 2 abstain {Jeff and Bradly}) to approve the roof color either “Rustic Black” and Weathered Wood would both be approved. The new owners decided to go with Weather Wood after reconsidering request (installed by 8/13/20). Approval email letter was sent on 7/-28-2020.

5485 Flag Way; is considering adding more junipers to comply with the HOA request to add more plants after he replaced his front yard grass with gravel without HOA approval. The board requested that he add a few plants like Russian sage or ornamental grasses.
Yes 4; approved.

5560 Flag Way add concrete patio in front yard by their window and replace one step. The Board voted to approval via email (4 yes and 2 abstain {Jeff and Shane}). Approval email sent 7-26-2020.

5585 Flag Way; Remove large front yard bushes and replace Russian Sage, board approved the change by a 4-0 vote. *Still need to send approval email.* Mitzi to send email and copy HOA email.

5480 Sample way plan to paint their house in the spring of 2021 they are proposing : House color (Online paint color SW 7072 by Sherwin-Williams), Trim (Extra White paint color SW 7006 by Sherwin-Williams), Front door (Loyal Blue paint color SW 6510 by Sherwin-Williams.). Yes 4. Approved. Amanda to send approval letter.

5545 Sample Way; Add back yard trees (more information coming). Number of trees and type to be determined. Considering

Autumn Blaze Maple: Mature size is about 60 feet tall x 35-45 feet wide, so allow plenty of space for growth when you pick the planting location for your **Austree Hybrid Willow** trees reach a mature height around 30-40 feet tall x 30 feet wide

Management does NOT recommend approving the Willow tree(s) due to issues of shedding limbs and early die off as per Colorado State

University “ Willows in urban landscapes may have a longer list of faults than attributes. In addition to insect and disease problems, willows have vigorous, invasive root systems which may clog sewer lines or run under fences. Suckers volunteer off the shallow roots, creating a nuisance. In addition, fast-growing trees generally have short lives, weak wood and are susceptible to storm damage. Willow trees may only live 10-20 years, and are very messy, regularly dropping leaves and twigs.

<https://planttalk.colostate.edu/topics/trees-shrubs-vines/1738-austrees/>

Due to the large size of the Maple they should only planted far enough away from the neighbor’s yard as to minimize limbs etc. from falling into the neighbor’s yard.

Table, pending more info from home owners.

5565 Sample Way – Request to plant crab apple tree (20ft) in front yard. Min 9 ft back from sidewalk. Yes 5, approved. Frank to send out approval (conditional 9 ft back from sidewalk)

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on July 11, 2020. (see attached report / inspection log). **Next walk-through by the HOA Board will be in September 13th at 9am.**

Note: Amanda sent a general request for street and curb /gutter repairs to the city on 11/7/18. The city has marked the streets with white paint, presumably where repairs will be made.

Action Item: Amanda provided Shane with the for-job number and email to follow up with the City to see where we are in the schedule and what can be done. Amanda also mentioned in the last email to the members to submit their sidewalk and curb and gutter repair requests directly with the city.

VIII. Community Events

Cinco de Mayo; Sample Way Cul-de-Sac TBD 4pm-11pm

Ice cream social for Aug 29th at 7pm.

Jeff to review with Flag cul-de-sac neighbors

Sunset is 7pm

The next HOA Board of Directors meeting will be on Tues Sept 15th at 6:30pm, via WebEx.

Neighborhood walk through Sun Sept 13th at 9am. Meet out front Frank's (5570 Sample) house.

Agenda Attachments

July Expense Report

		Type	Date	Memo	Account	Amount	Balance
Cisco Systems, Inc							
		Check	07/12/2020	Monthly Webex meeting fee	Computer and Internet Expenses	16.18	16.18
Total Cisco Systems, Inc						16.18	16.18
Colo Spgs Utilities							
		Bill	07/01/2020	11470 CF	Utilities	759.31	759.31
		Bill	07/01/2020	32 day service charge	Utilities	56.22	815.53
Total Colo Spgs Utilities						815.53	815.53
Colorado Sec. of State							
		Check	07/29/2020	Yearly report	Business Licenses and Permits	10.00	10.00
Total Colorado Sec. of State						10.00	10.00
Corbran's Landscaping, LLC							
		Bill	07/15/2020	July main.	Lawn & Tree Maintenance	510.00	510.00
		Bill	07/15/2020	replace 1 sprayhead & 1 nozzle	Irrigation equipment repairs	68.00	578.00
Total Corbran's Landscaping, LLC						578.00	578.00
GFL Environmental Inc							
		Bill	07/07/2020	July trash & recycling.	Trash & recycling Expense	956.50	956.50
Total GFL Environmental Inc						956.50	956.50
TOTAL						2,376.21	2,376.21

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:
Note: HOA board did a neighborhood walkthrough on July 11, 2020.

		Flag Way		11-Jul-20					
		Enforcement action report							
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5440	Flag	parking on the landscape (cont. to monitor)			cont. To monitor. Parking on landscape 1/7. Ok on 2/7 & 4/12 & 5/13 & 6/14 & 7/11				suggest we close issue
5445	Flag								
5450	Flag								
5455	Flag								
5460	Flag	Stained Stucco, email sent 11/6, follow up in 60 days	11/6/2018	7/9/2019	3/10 - Board will request that owner power wash. Email sent 5/9 requesting power washing. Update 6/15 they power washed on 6/9. Board will need to take a look at their next walkthrough. Looks ok 7/11/20				cont. To monitor
5465	Flag								
5470	Flag								
5475	Flag								
5480	Flag	Fence repair and re-staining needed (7/11)							
5480	Flag	Grass edging needed (5/19)							
5485	Flag	Unauthorized landscape change, grass to rock	in process		Letter written on 5/29 need to add plants to gravel area. No Change on 6/14 & 7/11				
5490	Flag								
5495	Flag								
5505	Flag								
5510	Flag	Complaint of weeds in rocks 6/14			no change 7/11				
5515	Flag								
5520	Flag								
5525	Flag	Dead tree in front yard south side. 6/14							
5530	Flag								
5535	Flag								
5540	Flag								
5545	Flag								
5550	Flag								
5555	Flag	Weeds in rocks 6/14 Front and back yard.	6/19/2020	7/7/2020	Looks ok on 7/11				
5560	Flag								
5565	Flag								
5570	Flag	crumbley side walk 5/19			no change 7/11				
5575	Flag								
5580	Flag								
5585	Flag	weeds in grass 5/18 & weeds in rocks 6/14	5/29 email		Looks ok on 7/11				
5585	Flag	weeds in rocks 5/19 & 6/14	6/22/2020 email	7/7/2020	Looks ok on 7/11				
5590	Flag	weeds in rock 5/18 & complaint on 6/14			Looks ok on 7/11				
5595	Flag	Complaint of weeds in rocks 6/14			Looks ok on 7/11				

		Sample Way		as of 11-Jul-20					
		Enforcement Action Report							
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5460	Sample	Complaint of piles of tree branches 6/14			Looks ok 7/11. They hired a contractor to trim trees and branches			Suggest closing issue	
5465	Sample								
5470	Sample	Complaint of broken rear fence. Feb 2020.	4/12/2020	6/12/2020	No change 5/13 & 6/14. Noted progress made on 7/11. Work in progress.				
5475	Sample	weeds in rock 7/11							
5480	Sample								
5485	Sample								
5490	Sample	Safety and visibility concerns with tall bushes at corner							
5495	Sample	Landscape parking (8/6)	9/17/2019	9/22/2019	Verbal warning given 8/6. Email Courtesy letter sent 9/17. Note: New tenants moved in and issue appears to be resolved.			cont. to monitor, ok 5/13/20	
5505	Sample								
5505	Sample	weeds in rock 7/11							
5510	Sample	Safety and visibility concerns with tall bushes at corner							
5515	Sample	Complaint of weeds in rocks 6/14			minor weeds on 7/11				
5520	Sample								
5525	Sample	Over night parking on St. (many time in the last 10 days)	9/2/2019	9/7/2019	Rec. reply 9/2; vehicle moved.			cont. to monitor, ok 5/13/20	
5530	Sample	1. Over night parking on St.	8/22/2018		Note: They had their trailer parked overnight for 9/15 to 9/18			cont. to monitor, ok 5/13 & 6/14.	
5535	Sample	1. Landscape parking. 2.	9/5/2019	10/26/2019		10/19/2019		cont. to monitor, ok 5/13 & 6/14	
5535	Sample	Overnight parking on the Street (Cars and RV)	11/13/2019					cont. to monitor, ok 5/13 & 6/14	
5535	Sample	Inop. Vehicle, vehicle in need of repair etc.	4/12/2020	6/20/2020	Follow up email sent 5/7, no change 5/18 & 6/15. Need to schedule Fine hearing for July meeting, if not corrected by 6/20. Note corrected on 6/18 or so. Vehicle gone on 7/11	6/4/2020		cont. to monitor, ok 6/18 & 7/11	
5540	Sample								
5545	Sample								
5550	Sample								
5555	Sample	Weeds in grass	5/13/2020	6/1/2020	5/18 some progress made; more work needed. Looks good 6/14. Still has weeds in rocks, etc. Looks ok on 7/11			cont. to monitor	
5560	Sample								
5565	Sample								
5570	Sample								
5575	Sample	Complainant of weeds in rocks 6/14							
5580	Sample	Need to repaint / re-stain handrail	4/12/2020	6/12/2020	No change 5/18, waiting on approval of landscape changes on 6/14, no change on 7/11				